

CERTIFIED STANDING ORDERS OF THE ORISSA STATE
CO-OPERATIVE MILK PRODUCERS' FEDERATION LIMITED.,
D-2, SAHID NAGAR, BHUBANESWAR -751 007, Dist. Puri.

SCOPE AND APPLICATION:

These orders shall come into force from a date determined in accordance with the provisions of Section-7 of the Industrial Employment (Standing Order) Act, 1946 and shall apply to all workmen of Bhubaneswar Dairy, Bhubaneswar, Cattle Feed Plant at Radhadamodarpur, Athagarh and other Industrial Units of Orissa State Cooperative Milk Producers' Federation Ltd. (herein after referred as Federation).

02. DEFINITION:

In these orders, unless there is anything repugnant to the subject or context.

- a). Act means the Industrial Employment (Standing Order) Act, 1946.
- b). Board means Board of Directors of the Federation.
- c). "Management" means the Board of Directors and if authorised by the Board, the Managing Director or any other official of the Federation so authorised.
- d). Managing Director means the Managing Director of the establishment and includes any other officers duly so authorised by the Managing Director. Such Authorisation shall be notified.
- e). The Expression of "Employer" and "workmen" shall have the meaning assigned to the Section-2(d) and (i) respectively of the Industrial Employment (Standing Order) Act-1946.
- f). Attendance means presence of the workmen concerned, at the place or places whereby the terms of his employment, he is required to report for the work and getting his attendance marked.
- g). Competent Authority means any official of the Federation who by virtue of his position has authority over the workman and or is authorised/delegated to exercise powers in regard to matters covered under the Standing Order.

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- h). "Notice" means a notice in writing required to be given or posted in the Notice Board for the purpose of the Standing Order. "Notice Board" means the notice board is specially maintained in a conspicuous place at or near each main entrance.
- i). "Work Premises" include precincts of the Division and other place of work where an workman is deputed to work.
- j). "Muster Roll" means and includes any register or other records maintained by the management for the purpose of keeping a list of workmen employed by the Company or, for purpose of making attendance of paid workman.
- k). "Wages" means wages defined in the payment of wages Act, 1936.
- l). Words importing masculine gender shall be taken to include females.
- m). Words in singular shall include the plural and vice versa.

03. CLASSIFICATION OF WORKMEN:

Workmen shall be classified as -

1. Permanent.
 2. Probationer.
 3. Casual.
 4. Temporary.
 5. Apprentice.
1. "Permanent Workman" is a workman who has been engaged on a permanent basis and has satisfactorily completed his probationary period including breaks due to sickness, accident, leave, lock-out, strike (not being illegal strike) or involuntary closure of the establishment and who has been confirmed against a permanent post. The workmen shall be deemed to be on probation until so confirmed in writing.
2. "Probationer" - The period of Probationer shall be one year, whose performance shall be closely watched by the Supervisor in regard to his ability, conduct & attendance & defficiencies if any shall be communicated to him in writing. If he does not measure upto the minimum requirement, his service are liable to be terminated during/or at the end of the Probation period.

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3. "Casual" - A 'Casual' is a workman whose employment is of an occasional or, casual nature.
4. "Temporary Workman" is a workman who has been engaged for work which is of temporary nature likely to be finished within a limited period or, who is employed temporarily as an additional workman in connection with temporary increase in work which may be of permanent in nature.
5. "Apprentice-Trainee" - Other than a person under going apprenticeship training under Apprentices Act, 1961 is a learner or trainee who is paid an allowance or stipend during the period of his training and who may be considered for employment.

04. IDENTITY CARDS & PERMITS:

- a). Every workman will be provided with an identity card, badge, token or permit bearing such particulars as may be prescribed by the Management for the purpose of identification of workmen.
- b). Every workman shall show his identity card, badge, token or permit to the security personnel at the gate when entering or leaving the work premises, or on demand at any time by a Security Guard, or other proper authority as may be notified by the management to produce it while the workman is inside the work premises.
- c). The identity card, badge, token or permit shall not be transferable.
- d). If a workman losses his identity card, he shall immediately report the loss to the issuing Authority, and new card or token will be issued to him on payment of one rupee.
- e). In case of card/badge becomes illegible or, disfigured due to wear and tear, the management will replace it without any charge.
- (f). In case of any workman who enters the premises without identity cards/badge/token, permit or without the p-ermission of the Head of Department as stated, he is to be given an

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opportunity to explain the reason. In case such acts of the workman shall be if habitual, he may not be paid wages with the approval of the competent authority, unless his absence is regularised by granting leave admissible to him.

- g). On the termination of service or on being suspended the workmen concerned shall surrender his card, badge, token or permit to the Issuing Authority.

05. PUBLICATION OF WORKING TIME:

All instructions issued from time to time, relating to attendance, checking of arrival and departure, the periods and hours of work for all classes of workmen in each shift as may be fixed from time to time, shall be exhibited in Oriya, English and in the language understood by majority of workmen on the notice board.

06. ENTRY, EXIT & SEARCH:

- a). All workmen shall enter and leave the works premises only by the gates provided for the purpose. These gates may be closed during the working hours at the discretion of the Management and employees shall not leave the work premises during the working hour (except during the rest intervals) without the permission in writing or their incharge, which shall be shown at the gate.
- b). On entering and leaving the works premises or at any other time in the works premises, all workmen are liable to be searched by the Security Personnel. For female, Female Security personnel shall be engaged for such searching.
- c). The Management has a right to seize from those searched any article belonging to Factory or such other articles as the Management may consider would endanger the personnel or property of the Factory.

07. ATTENDANCE & LATE COMING:

- a). All workmen shall be at work at the time fixed and notified under the standing order No.5.

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- b). Workmen who are required to sign in an attendance register will sign it on reporting and will mark the hour and minute of reporting on duty and the end of leaving duty if they are late or leave early. In case of the time recording devices is installed then this will be done through a punched card.
- c). A workman, who is absent from duty unauthorisedly shall be liable for deduction of wages as provided in Payment of Wages Act, provided the procedure as against such deduction shall have to be followed as prescribed under law. Similarly, a workman who after presenting himself for duty at the beginning of the shifts is found absent from the place of work or, duty at anytime during the working hours without permission shall be liable to have his wages deducted after providing an opportunity to the workman of being heard in person.
- d). A workman will be allowed upto 15 minutes grace at the start of the shift only thrice a month. No grace shall be allowed after mid shift break.
- e). If a workman is late by more than 20 minutes, he will be liable to be shut out for that day and may be treated as absent with consequent deduction of wages, § under P.W. Act after providing the concerned workman an opportunity to explain the reasons.

08. SHIFT WORKING:

- a). Shift working shall be regulated in accordance with the provisions of the relevant law on the subject. More than one shift may be worked in any department or, section of a deptt. at the discretion of the Management. Notices showing the shifts shall be posted on the notice board and copies thereof endorsed to the registered trade union.
- b). The Management shall be entitled by notice to be pasted on the notice board with a copy to registered Trade Union to alter or vary the shifts as per the existing provision of law.

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- c). Workmen shall be liable to be transferred from one shift to another at the discretion of the Management. They shall not be allowed to change their shift without permission.
- d). No shift working shall be discontinued without 21 days notice being given in writing to the workman prior to such discontinuance provided that no such notice shall be necessary if the closing of the shift is under an agreement with the workman affected, or, circumstances beyond the control of the management due to any emergency. If as a result of the discontinuance of shift working, any workman are to be retrenched, such retrenchment shall be affected in accordance with the provision of Industrial Disputes Act and Rules made thereunder. If shift working is restarted, the workman shall be given notice and re-employed in accordance with the provisions of the said Act.
- e). The management may close down the whole establishment, or any department or, section of department after giving notice in accordance with the provision of law. Before re-opening such department or section, as the case may be seven days notice there of shall be given enabling the workman to report for duty within one month of such re-opening.

09. PAYMENT OF WAGES:

- a). Wages due to a workman shall be paid in accordance with the provisions of the P.W. Act and rules made thereunder on a working day, under Standing Order No.11 before the expiry of the 7th day after the last day of the wage period in respect of which wages are payable in accordance with the provisions of the Payment of Wages Act, 1936.
- b). Any wages due to a workman but not paid on the usual pay day on account of their being unclaimed, shall be paid on an "unclaimed wages pay day", which shall be notified on the notice board. Unclaimed wages due to a workman, shall be claimed within three days from the date on which wages become due.


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- c). Wages due to a deceased workman shall be paid to his nominee/legal heirs before the expiry of the thirtieth working days on which a valid claim is presented by his nominee, legal heir, and any authorised representative.

10. PUBLICATION OF PAY DAY:

A notice specifying the days on which wages are to be paid shall be posted on the notice Board.

11. LEAVE:

The matter regarding the entitlement of leave will be regulated in accordance with the provisions contained in Annexure - 'A'.

12. CHANGE OF ADDRESS:

A workman must notify the management within 15 days any change of his residential address.

13. NATIONAL & FESTIVAL HOLIDAYS:

- a). Subject to the exigencies of work, workman shall be granted holidays with wages on the four National Holidays viz. Republic Day, Independence Day, Gandhi Jayanti day and May day. Workmen who can not be spared on these public holidays, will be granted a compensatory holiday with wages on another day within a month or will be paid a days' wages in lieu thereof at the convenience of the Management.
- b). The days observed as National Holidays and other holidays with wages shall be posted on the notice board in the beginning of each calendar year.

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14. TRANSFER:

In the interest of the Federation, any workman shall be liable to be transferred at the discretion of Management from one job to another, or from one department to another department, one section to other, one unit of establishment to another unit of establishment (existing or future) of the Federation any where and on such transfer, he will be governed by the terms and conditions of service applicable to the Section, Units or establishment to which he is transferred, provided he is capable of doing the job.

15. MEDICAL EXAMINATION:

If during the service, a workman is permanently found unfit, he will be liable to be terminated from the service on payment of compensation as admissible as per rule.

16. STOPPAGE OF SHUT DOWN OF WORK:

- a). The Management may at any time in the event of fire, Catastrophe, Breakdown of machinery or, stoppage of ~~power~~ power supply, shortage of raw materials, shortage of orders, adverse trade condition, Epidemics, Civil Commotions, Lock-out, strikes affecting one or, more department of the Federation business, reduction of shifts and periodical repairs, reconstruction or, extension or any other cause beyond their control, stop or, shutdown of any works department or section wholly or partially for any period or, periods as per Rule.
- b). In the event of stoppage or, shut-down for any of the causes mentioned in clause (A) other than a lock-out or strike.
- 1). If occurring during working hours, the workman affected shall be notified by notice put upon the notice Board as soon as practicable, when work will be resumed and whether they are to remain or leave their place of work. The workman shall not ordinarily be required to remain


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for more than one hour after the commencement of the stoppage. If the period of detention does not exceed one hour, the workman so detained shall be entitled to receive wages for the whole of the time during which they are detained as a result of stoppage, where ever practicable, reasonable notice shall be given of resumption of normal work.

- ii). In case the management takes re-course to lay off, the same will be governed in accordance to the provision of the Industrial Dispute Act.
- c). The management may in the event of strike affecting either wholly or partially any section or department of the establishment close down either wholly or partially such section or department and any other section or department affected by such closing down. The fact of such closure shall be notified by notices put on the notice board in the Section or Department concerned and in the time keeper's office if any, as soon as practicable. The workmen concerned shall also be notified by a general notice, prior to resumption of work, as to when work will be resumed. The management will follow the legal provisions on this score.
- d). Workman in case of retrenchment or lay off will be given benefits as provided under the Industrial Disputes Act, 1947.
- e). Any workman who having been laid off fails to report for duty within 8 days of posting of recall notice or of being otherwise notified shall be deemed to have abandoned the Federation voluntarily. However, if an employee is subsequently able to account for his inability to report for duty within the stipulated period of 8 days to the satisfaction of the management, the latter may condone the delay.

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17. Safety Precautions:

- a). The workmen will be provided with necessary safety appliances.
- b). The workman shall be bound to observe all safety rules and orders that may be notified from time to time by the Federation and the use of Safety equipment provided by the Federation.

18. Unauthorised Communication of Information:

No workmen shall except in accordance with any general or special order of the Federation or the performance in good faith of the duties assigned to him, Communicate directly or indirectly any official document or any part thereof or information to any person to whom he is not authorised to communicate such document or information.

19. Evidence before a Committee or any other authority:

- a). No workman shall except with the previous sanction of the Management give evidence in connection with any enquiry, conducted by any person, Committee or authority.
- b). Nothing in this rules shall apply to:
 - i). evidence given at any enquiry before an authority appointed by the Government, parliament, or a State Legislature or the Federation or, a subsidiary Unit.
 - ii). evidence given in any judicial enquiry.
 - iii). evidence given at any departmental enquiry ordered by authorities, subordinate to the Government.
 - iv). evidence given at any department enquiry ordered by any Public Sector Undertaking.

20. Publication of written Articles/Broad Cast/Telecast:

A workman may publish or cause to publish broad cast, an telecast an article/talk on any matter whatsoever in any news paper, journal or other media provided such publication/ talk has no bearing on the affairs of the Federation either directly or indirectly.

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21. Over Time:

- a). If any overtime work is required to be done, the worker will attend to such overtime work and will be paid overtime wages as per the legal provision.
- b). The overtime due for a particular month in respect of workmen will be paid in the succeeding month alongwith wages.

22. Conduct.

- a). A workman shall not at any time work against the interest of the Federation.
- b). No workman including (a workman on leave) shall directly or indirectly engage in any other profession or business or enter the services of or be employed in any capacity or for any purpose whatsoever and for any part of his time.
- c). A workman shall at all time conduct soberly and temperately while on the works premises and show proper respect and civility to all concerned and shall use his best endeavour to promote the good reputation thereof.
- d). The maintenance of discipline among the workman by laying down rules and instructions, and enforcing the same by such action as necessary, is the right of the Management.


23 25. Acts of Misconduct (Major):

- a). Without prejudice to the generality of the term "misconduct" the following acts of omission and commission shall be treated as misconduct.
 - 1). Theft, fraud or, dishonesty in connection with the business or property of the Federation or, of a subsidiary or of property of another person within the Federation.
 - 2). Taking or giving bribes or any illegal gratification.
 - 3). Possession of pecuniary resources property disproportionate to the known sources of income by the employee or on his behalf by another person, which the employee can not satisfactorily account for.

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- 4). Furnishing false information regarding name, age, father's name, qualification or previous service or regarding any other relevant matter.
- 5). Acting in manner prejudicial to the interest of the Federation.
- 6). Wilful in-subordination, or disobedience, whether or not in combination of others, of any lawful and reasonable orders of his superior.
- 7). Absence without leave or overstaying the sanctioned leave for more than four consecutive days without sufficient ground or proper or satisfactory explanation.
- 8). Habitual late or irregular attendance or wilful absence from duty.
- 9). Neglect of work or negligence in the performance of duty including malingering or slowing down of work.
- 10). Sabotage or wilful damage to or loss of Federation's goods or property.
- 11). Interference or tampering with any safety devices installed in or about the premises of the Federation.
- 12). Drunkenness or riotous or disorderly or indecent behaviour in the premises of the Federation or outside such premises where such behaviour is related to be connected with employment.
- 13). Gambling within the premises of the establishment.
- 14). Smoking in side the premises of the factory where it is prohibited.
- 15). Collection without the permission of competent Authority of any money within the premises of a Plant except as sanctioned by any law of the Federation except as sanctioned by any law of the land for the time being in force or Rules of the Federation.

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- 16). Commission of any act which amounts to criminal offence involving moral turpitude.
- 17). Purchasing properties, machinery, stores etc. from or, selling properties, machinery, stores to the Federation without express permission in writing from the competent authority.
- 18). Abetment of or an attempt at abetment of any act which amounts to misconduct.
- 19). Holding meetings within the works premises owned by the Federation without the previous written permission of the Management.
- 20). Striking work or, inciting others to strike, or practising any unfair labour practices as has been prescribed in the 5th Schedule of I.D.Act, of 1947.
- 21). Unauthorized use or, occupation of Federation land, quarters or, properties. Subletting of the quarters belonging to the Federation. Breach of any terms of allotment of Federation quarters.
- 22). Habitual breach of any standing order of any law applicable to the establishment or any rule made there under.
- 23). Contracting another marriage, while the spouse is still alive when it is not permissible under the personal law for the time being in force.
- 24). Marrying any person who has a spouse living without first obtaining the permission of the Management.
- 25). Refusal to work on a job or machine which does not call for any special skill and can be done by the employee without adversely affecting the service condition.
- 26). Frequent repetition of any act or, omission for which a minor commission has been imposed.

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- 27). Hiding away or attempting to hide away any articles or, materials of the Federation.
- 28). Mass casual leave or earned leave.
- 29). Doing work in other concerns, without the prior approval of the authority.
- 30). Habitual breach of any Rule or, instruction for maintenance of running of any department or machinery or the maintenance of cleanliness of any portion of the work premises.
- 31). Obtaining any benefit under a false pretext or by making false statement.
- 32). Refusal to work in a higher position.
- 33). Refusal to work on overtime if so required by the management.
- 34). Refusal to undergo training as decided by the Management.
- 35). Failure to report immediately to the Superior Officer any defect in machinery or damage to property or any dangerous condition of injury to person caused accidentally or otherwise in course of performance of work by any worker by the workman concerned.
- 36). Wilful disfigurement, destruction or alteration of any record.
- 37). Bringing inside the work premises possession or use of alcoholic drink or narcotic drugs within the Plant premises.
- 38). Refusal to be searched by any of the security personnel, or authorised person.
- 39). Demonstrating or restraining or detaining of or, Ghearaoing any representative employee or employees either inside or outside work premises.
- 40). Impersonation.
- 41). Indulging in political activities during the working hours, or within the work premises.

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- 42). Refusal to accept a charge sheet, order or other communication from the Management served in accordance with these Standing Order.
- 43). Un-necessary interference in the work of other workman.
- 44). No workmen shall be member of or otherwise associated with any Political Party or any organisation which takes part in politics, or, subscribe in aid of, or assist in any other manner.
- 45). If any question arises whether any movement or activity falls within the scope of this rule, the decision of the Management there on shall be final.
- 46). No workman shall canvass or otherwise interfere or, use his influence in connection with, or take part in election to any legislature or local authority.
- 47). A workman qualified to vote at such election may exercise his right to vote but can not use his vehicle, or, resident for any electoral symbol.
- 48). Proposing or, seconding the nomination of a candidate at an election to a legislative body or acting as his agent by a workman shall amount to participation in the election process.

29(b). MINOR OFFENCES:

- 1). Absence from the employees' appointed place of work without permission or sufficient cause.
- 2). Commission of any act subversive of discipline or good behaviour.
- 3). Writing anonymous or pseudonymous letters criticising superiors of the Federation and making false reports regarding the misconduct of colleagues.
- 4). Distributing or exhibiting in or about the works premises any news paper, pamphlets, handbills, posters or

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or the like without the written permission of the Management.

- 5). Sleeping while on duty.

PENALTIES FOR MISCONDUCT (MINOR OFFENCES):

- 1). Censure/Warning.
- 2). Fine.
- 3). Suspension - without salary for a period not exceeding 4 days. The Plant shall maintain a record of all misconducts in respect of which a workman is warned, fined or suspended. A warning in writing shall be given to the workman concerned. No fine or suspension shall be made unless the workman concerned is given a charge sheet and is offered an opportunity of defending himself or of explaining the circumstances alleged against him. If on enquiry an order of suspension is confirmed or modified, the workman shall be deemed to be absent from duty for the period of suspension and shall not be entitled to any remuneration for such period. If however, the order is rescinded, the workman shall be deemed to be on duty during the full period of suspension and shall be entitled to the same wages as he would have received if he had not been suspended.

NOTES:

01. A fine may be imposed on any workman for any act of misconduct as may be notified by the Management subject to the provisions of Payment of Wages Act of 1936.
02. The fines collected shall be utilised for welfare activities in the works/Project in accordance with any rule that may be framed by the Management in this behalf and approved by the competent Authority.
03. Suspension referred to above will not in any way affect the continuity of service, date of increment in the time scale and other benefit excepting those relating to wages, incentive for the days of suspension only.

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MAJOR MISCONDUCT: (PENALTIES):

01. Suspension without pay for the period not exceeding 30 days. But in serious cases this 30 days limit does not stand.
02. Stoppage of increment with or without cumulative effect or with holding of promotion.
03. Reduction to lower grade or post lower stage in time scale.
04. Removal/discharge from service.
05. Dismissal from service which disqualifies for future employment.

26. PROCEDURE FOR IMPOSITION OF MINOR PENALTIES:

Where a workman is charged with an offence, which may lead to imposition of a minor penalty, he shall be informed in writing of the allegation made against him and shall be given an opportunity to make representation if any, within 7 days.

In case the explanation/reply/representation of the workman is not considered satisfactory by the person authorised to impose the penalty, the workman concerned may be given an opportunity to be heard in person by the person authorised to impose the penalty or by an officer of the Federation authorised by Competent Authority. In the said hearing, the workman will be explained personally the act(s) of misconduct, details of minor penalties which can be or is being proposed to be imposed and the workman shall be given an opportunity to explain his case in presence of at least one other worker.

276. PROCEDURE FOR IMPOSITION OF MAJOR PENALTIES:

1). Where a workman is charged with an offence which may lead to the imposition of a major penalty, he shall be informed in writing of the allegation against him and shall be given an opportunity to show cause within the period of 15 days.

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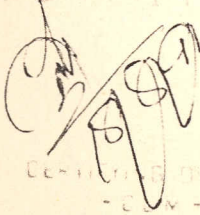
On receipt of the workman's explanation, where the allegations are denied by him or where the explanation is not satisfactory an enquiry will be held by an officer or officers nominated by the management. Such enquiry will be conducted by an officer other than the officer who has either reported the alleged misconduct or has issued the charge sheet or the person charged is directly subordinate to him. At the enquiry, the workman concerned shall be afforded reasonable opportunity of explaining and defending his action with the assistance of a Co-workman. Where such enquiry relates to the alleged misconduct of several workman the workmen may be held for all the workman together.

ii). where a workman is charged with serious misconduct and it is not considered desirable that he should remain on duty, he may be suspended from duty pending enquiry. The order of suspension shall be given in writing and shall be followed within 7 days by a charge sheet setting out in precise terms the misconduct alleged against him. During the period of suspension, a workman shall not enter the works premises except with the permission of the Management nor shall he leave the station without the permission of the Management. During the period of suspension, the workman concerned will report his attendance daily at an appointed place.

iii). If during the enquiry it is found that the workman is guilty of a misconduct other than that stated in the order of suspension and or the charge sheet, the workman shall be liable to punishment for such misconduct but before any punishment is imposed on him, he shall be afforded a reasonable opportunity of explaining and defending his action in respect of such misconduct. During the enquiry, on his own request, the workman concerned or his co-workman & be permitted to take down notes of proceeding.

iv). A workman under suspension shall be entitled to subsistence allowance equal to 50% of his basic pay provided disciplinary authority is satisfied that the workman is not engaged in

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any other employment or business or, profession or, vacation. He is entitled to DA and any other compensatory allowance admissible on such subsistence allowance of which he was in receipt on the date of suspension. This 50% subsistence allowance is given for the first ninety days of suspension. If however, the period of suspension exceeds 3 months for reason to be recorded in writing for which the workman is not responsible, subsistence allowance is at the rate of 75% of such wages DA and any other compensation allowance as admissible for the remaining period of suspension will be paid. Where, however, the workman is responsible for extension of suspension period, 1/4 of the basic + DA will be paid for the residual period of suspension. The subsistence allowance will be subject to a written declaration by the workman that he is not engaged in any other employment, basically, profession, or vocation.

v).

If after enquiry, a workman is found guilty of the misconduct alleged against him or some other misconduct brought out in the course of enquiry and punishment is awarded the workman shall not be entitled to any remuneration for the period of suspension pending enquiry other than the subsistence allowance already paid to him. If penalty other than dismissal or removal is imposed on him, the punishing authority by order shall decide as to how the period of suspension shall be treated. If, however, he is found not guilty of alleged misconduct he shall be reinstated in his post and shall be paid the difference between the subsistence allowance already paid and emolument consisting of pay and allowance which he would have received if he had not been suspended. The period of suspension being treated as on duty.

vi).

No order of removal or, dismissal from service shall be made by an authority shall be lower than appointing authority. In awarding the punishment the Management will take the gravity of the misconduct, the previous records of the workman and extenuating or aggravating circumstances, that may exist. A copy of each of order passed by management should be supplied to the workman concerned.

- vii). Subject to the provisions contained in clauses (iv) and (v) above, the Federation reserves the right to suspend a workman accused in a court of law for criminal offence involving moral turpitude until the disposal of the trial.
- viii). Service of any charge sheet or, letter or, order or notice or any communication in writing will normally be affected through hand delivery. Where-ever such mode of service is not possible for any reason whatsoever, service will be effected through registered A.D. letter to be sent to the last known and recorded address of the workman in his service record and a copy thereof may be displayed on the notice board. It will be the duty of a workman to keep the Federation informed of any changes in his address recorded by the Federation.

SPECIAL PROCEDURE IN CERTAIN CASES:

- a). Where a workman has been convicted for criminal offence involving moral turpitude in a court of law, the workman may be removed or dismissed from the service after giving a chance to show cause.
- b). Notwithstanding any thing contained in S.O. where the Managing Director is satisfied on the basis of information made available to him and for the reasons to be recorded in writing that it is not expedient and is against the security of the establishment or the state to continue to employ any workman, the services of such workman may be terminated after giving a chance to show cause.
- c). In case where a workman is detained under Police custody for more than 48 hours, the Management will take due care to enquire into the reasons for such detention before considering the suspension of the employee.

PROVISIONS REGARDING WORKMAN BORROWED FROM OTHER SOURCES:

In the application of these standing orders relation to the workman whose services have been borrowed by the company

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MANAGING DIRECTOR
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from another organisation and who retains a lien on their present organisation, the operation of these standing order shall be the subject to the terms and condition on which their services have been loaned to the Federation.

29. APPEAL:

- a). The authorities competent to impose major/minor penalties is mentioned in Clause 26 and 27 (vi) of the Standing Order.
- b). A worker may appeal against an order of penalty imposed upon him specified in Caluse 27 (vi) or against the order of suspension referred to in caluse 27 (ii) of the Standing Order. The appeal shall lie to the Appellate Authority.

The schedule to Rule 34 of the C.D.A. Rule of the Federation provides as follows:

Sl. No.	Category of Employees.	Disciplinary Authority/Competent Authority.	Penalties it can impose.	Appellate Authority.	Reviewing Authority.
01.	Employees whose appointments are made by the Managing Director.	Managing Director.	All.	Board of Directors.	General Body.
		General Manager.	Minor penalties (25(b)).	Managing Director.	Board of Directors.

30. CONFIRMATION:

The employer shall in accordance with the terms and conditions stipulated in the letter of appointment, confirm eligible workman and issue a letter of confirmation to him. Whenever a workman is confirmed, an entry with regard to confirmation shall also be made in his service card within a period of thirty days of such confirmation.

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24.

AGE OF RETIREMENT:

The age of retirement or superannuation of a workman shall be as may be agreed upon between the employer and the workman under an agreement or as specified in a settlement or award which is binding on both the workman and employer. Where there is no such agreed age, retirement or superannuation shall be on completion of 58 years of age by the workman. The age of Retirement shall be 58 ~~he~~ years i.e. from the afternoon of the last day of the month in which the workman completes the age of 58 years.

32.

DATE OF BIRTH DECLARATION:

Every workman must declare on his first appointment, his date of birth according to Christian Era, and produce confirmatory evidence like Matriculation or School Leaving Certificate evidence as may be acceptable to the Management, if a workman is unable to produce, for reasons beyond his control, Documentary evidence of his age, he shall state his age and make a written affidavit sworn before a Magistrate/oath Commissioner making a declaration (Services of the workman furnishing a deliberately false affidavit are liable to be terminated). If a workman is unable to state his exact date of birth, but can state approximately the year and the month. The 1st of the month will be treated as the date of birth. The date of birth are recorded in the service book/sheet of the workman, shall not be altered.

35.

FINAL SETTLEMENT OF ACCOUNT:

No final payment shall be made to any workman in settlement of his account unless he has been granted a clearance certificate which shall be issued only after the clearance slip have been issued and submitted to the competent Authority.

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The clearance certificate shall be issued and submitted to the Competant Authority from the following Departments:-

- a). The Department in which the workman is working.
- b). Stores.
- c). Workshops.
- d). Club.
- e). Co-operative Society/Store.
- f). Accounts Section.
- g). Canteen.
- h). Welfare Department.
- i). Any other Section as may be notified from time to time.

The management would see that the said procedure should be completed within 7 days from the date of termination of employment or, date of effect of resignation. The time for making payment of compensation and earned wages will however be governed by the statute.

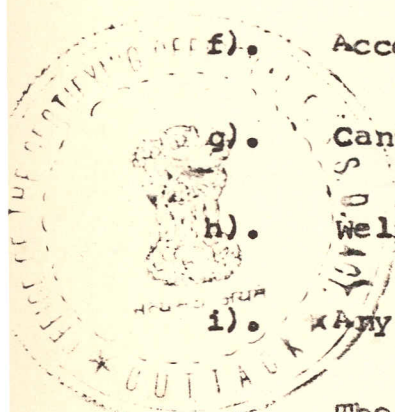
32. CERTIFICATE OF SERVICE:

Every workman will be furnished with a service certificate at the time of discharge or, termination of his service, resignation or retirement.

33. GRIEVANCE MACHINERY:

All grievances of the workman arising out of his employment including those relating to unfair treatment or, wrongful exaction on the part of the management, shall be dealt with in accordance with Grievance Procedure of the Federation.

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36. ACCIDENT:

All workman shall immediately report injury sustained by them during the course of their work to the immediate superior failing which it shall be deemed that the injury was sustained otherwise than in the course of employment.

37. LIABILITY OF THE MANAGEMENT:

The Manager of the Factory or any other Officer nominated by him shall be held responsible for the proper and faithful observance of the Standing Order.

38. SUFFICIENCY OF SERVICE OR NOTICE:

A notice, charge sheet, order or, other communication required to be delivered to a workman shall be served on him personally, through the department concerned. If a workman is not found, evades or refuses service, the fact of such refusal shall be recorded in writing by the department concerned in the presence of two witness and apart from this, a copy of such communication will be affixed on the Federation's notice board and a copy of the said communication will be sent by Registered (AD) post. The above shall constitute adequate service of notice.

39. EXHIBITION AND SUPPLY OF STANDING ORDER:

A copy of the Standing orders in English, Oriya and in the language understood by majority of workmen shall be posted on the main 'Notice Boards' and shall be kept in a legible condition. A copy of these shall be supplied to each workman free of cost on demand.

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38. INTERPRETATION OF STANDING ORDERS:

If there is any conflict between the Standing Orders in English and those in any other language or, languages the English version will prevail and be followed.

39. SAVINGS:

Nothing contained in this Standing Orders shall operate in derogation of any law or, to the prejudice of any right under written contract of service, settlement or, award for the time being in force nor shall any agreement between the employer and workman. Prejudicially affect the rights of the workman under this Standing order.

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ANNEXURE - 'A'

LEAVE RULES (FACTORY WORKMEN)

1. Extent of application:-

These rules shall apply to such of those workmen who have been working in ~~Dairy~~ Dairy Plant/Chilling Plant/Chilling Centres/Cattle Feed Plants and any other unit which constitute factory as defined under the Factories Act, 1948.

2. Right to leave:-

Leave cannot be claimed as a matter of right.

3. Acceptance of service or employment while on leave:-

An employee while on leave shall not take up any service or employment elsewhere, including the setting up of a private/ professional practice as Accountant, Consultant or Legal or Medical Practitioner etc., without obtaining the prior approval from the Managing Director.

4. Application for leave:-

a). Normally an application for leave should be submitted in the prescribed form to the next superior authority atleast two weeks prior to the date of commencement of leave.

b). An application for grant of leave on medical grounds should be accompanied by a medical certificate from the Medical Officer of the Federation/Plant or from a Medical Officer not below the rank of an Asst. Surgeon in Government Service indicating clearly the nature and probable duration of the illness. The competent authority may, in its discretion, waive the production of a medical certificate for leave upto one week.

c). The competent authority may request another Medical Officer to medically examine the employee and express an opinion as regards the fact of illness and the necessity for the extent of leave recommended.

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5. Duration of Leave:-

- a). Sunday/Holiday/weekly off may be allowed to be prefixed/suffixed to leave.
- b). Subject to sub-rule (a), leave begins on the day on which the transfer of charge is effected and ends on the day the preceeding that on which the charge is resumed.
- c). An employee granted leave on production of medical certificate should produce a medical certificate of fitness from the treating Medical Officer before he is allowed to rejoin duty.

6. Absence after expiry of leave:

- a). Unless the authority competent to grant leave extends the leave, an employee who remains absent after the end of leave is entitled to no leave salary for the period of such absence and the period shall be debited against his leave account as though it were half pay leave, to the extent such leave is due; the period in excess of such leave due being treated as extraordinary leave without pay and allowance.
- b). Wilful absence from duty after the expiry of leave renders an employee liable to disciplinary action.

7. Recall to duty before expiry of leave:

- a). All orders recalling an employee to duty before the expiry of his leave shall state whether the return to duty is optional or compulsory.
- b). Where the return to duty is optional, the employee shall not be entitled to any concession.
- c). Where the return to duty is compulsory and the leave is curtailed by a minimum period of 7 days, the employee shall be entitled to be treated as on duty from the date on which he starts for the station to which he is ordered and to draw:

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- 1). Travelling allowance for journey: and
- ii). Leave salary, until he joins his post, at the same rate at which he would have drawn it, but for recall to duty.

8. Combination of different kinds of leave:

Any kind of leave under these Rules, except casual leave, may be granted in combination with or in continuation of any other kind of leave.

9. Communication of one kind of leave into another:

- a). At the request of an employee, the authority which granted him leave may commute it retrospectively into leave of a different kind which was due and admissible to him at the time a the leave was granted, but the employee cannot claim such commutation as a matter of right.
- b). The commutation of one kind of leave into another shall be subject to adjustment of leave salary on the basis of leave finally granted to the employee, that is to say, any arrears due to him shall be paid.

10. Leave address:-

An employee proceeding on leave shall intimate to the competent authority his address during leave and shall keep the said authority informed of any change in the leave address.

11. Earned Leave:-

i). Entitlement of Leave:

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Such of those workmen who have been working in Dairy Plant/Chilling Plant/Chilling Centre/Cattle Feed Plant and any other units will be entitled to leave with wages (E.L.) in accordance with the Factories Act, 1948.

ii). Grant of leave:-

Every employee who has worked for a period of 240 days or more during a calendar year shall be allowed during the subsequent calendar year leave for number of days calculated at the

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rate of 1 day for every 20 days of work performed by him during the previous calendar year.

Explanation:-

- 1). 1). For the purpose of this clause any days of lay-off by agreement or contract, or as permissible under the Federation's Standing Orders and maternity leave to female employees not exceeding 12 weeks, shall be deemed to be days on which the employees worked for the purpose of computation of the period of 240 days or more, but shall not earn leave for these days.
- 2). Weekly holidays & public holidays shall not be deemed as days on which the employee has not worked.
- 3).
 - a)(i). Leave admissible under this clause shall be exclusive of all holidays accruing at either end of the period of leave.
 - ii). An employee whose services commence otherwise than on the 1st day of January shall be entitled to leave at the rate laid down in the clause 11(i) if he has worked for 2/3 rd of the total number of days in the remainder of the Calendar year.
 - iii). If an employee is discharged or dismissed from the service during the course of the year, he shall be entitled to leave at the rate laid down in Clause 11.3.A.(ii) even if he has not worked for the entire period specified in clause 11(i) or 11.3.A.(ii) entitling him to earn leave.
- B). An employee shall not be entitled to more than three spells of earned leave during a calendar year. Exceptions may be made with the approval of the Managing Director.
- C). The leave with wages will be accrued to an employee governed under the Factory Act - 1948 as one day for 20 days of his work and will be credited only after completion of 240 days of work in the Factory.

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12. Compensatory allowance for leave:-

- a). On termination of service, either by resignation or by retirement or otherwise but not due to dismissal or removal from services, an employee shall be paid compensatory allowance equal to leave pay and dearness allowance admissible for the entire period of earned leave due (limited to 120 days) provided that the employee has completed one year of service excluding probation.
- b). In case of death of an employee while in service, the compensatory allowance as calculated above will be paid to the widow/husband and/or minor children of the deceased employee as may be decided by the Managing Director.

13. Half Pay Leave:-

- a). Half pay leave shall accrue to an employee at the rate of 20 days in respect of each completed year of service and may be granted on medical certificate or for private affairs. In case an employee is on leave on the day on which he completes a year of service, he shall be entitled to half pay leave without having to return to duty.
- b). No employee shall be granted half pay leave for more than two spells during the course of a year and the half pay leave will not be granted for less than ten days.

14. Commuted leave:-

Commuted leave not exceeding half the amount of ^{half} pay leave

due shall be granted on production of medical certificate to an employee subject to the following conditions:

- a). The authority competent to grant leave is satisfied that there is reasonable prospect of the employee returning to duty on its expiry;

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- b). The total duration of earned leave and commuted leave taken in conjunction shall not exceed 240 days;
- c). When commuted leave is granted, twice the amount of such leave shall be debited against the half pay leave due;
- d). Commuted leave may be granted at the request of the employee even when earned leave is due to him;
- e). Commuted leave will not be granted for less than 5 days (equivalent of 10 days half pay leave).
- f). Or commuted leave may also be granted if the Managing Director is satisfied that there is an exceptional circumstance which warrants the presence of the employee at his residence such as necessity to hospitalise or attend to ailing wife or children or parents;
- g). An employee may also be permitted to avail of the half pay leave due to him at the time of retirement or termination of service.

15. Extraordinary leave:

- a). Extraordinary leave may be granted to an employee in special circumstances:
 - i). When no other leave is admissible; and
 - ii). When other leave is admissible, but the employee applies in writing for the grant of extraordinary leave.
- b). Unless the Managing Director in view of the exceptional circumstances of the case otherwise determines, no employee shall be granted extraordinary leave on any one occasion in excess of the following limits:
 - i). three months;
 - ii). six months, where the employee has completed three years continuous service on the date of expiry of leave of the kind due and admissible under these rules including three


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months extraordinary leave under clause (a) and his request for such leave is supported by a medical certificate as required by these rules;

- iii). twelve months, where the employee who has completed one year's continuous service is under-going treatment for cancer, or for mental illness in an institution recognised for the treatment of such disease or by a Civil Surgeon or Staff Surgeon or a Specialist in such disease;
- iv). eighteen months, where the employee who has completed one year's continuous service is undergoing treatment for;
- 1). Pulmonary tuberculosis or pleurisy of tubercular origin, or tuberculosis of any other part of the body by a qualified tuberculosis Specialist or a Civil Surgeon or Staff Surgeon, or
- 2). Leprosy in a recognised leprosy institution or by a Civil Surgeon or Staff Surgeon or a Specialist in Leprosy Hospital recognised as such by the State Administrative Medical Officer concerned; and
- v). twenty four months, where the leave is required for the purpose of prosecuting studies certified to be in the Federation's interest, provided the employee concerned has completed three years continuous service on the date of expiry of leave of the kind due and admissible under these rules, including three months extraordinary leave under clause (i).
- c). Two spells of extraordinary leave, if intervened by any other kind of leave, shall be treated as one continuous spell of extraordinary leave for the purpose of sub-rule (b).
- d). The authority competent to grant leave may commute retrospectively periods of absence without leave into extraordinary leave.

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16. Maternity leave:-

- a). Maternity leave shall be granted to female workman who has worked not less than 160 days in the 12 months immediately preceeding the date of her expected delivery.

Maternity leave may be granted to a female employee for a maximum of 12 weeks i.e. 6 weeks upto and including the day of her delivery and 6 weeks immediately following that day:

- b). Provided that where a woman dies during this period, the maternity benefit shall be payable only for the days upto and including the day of her death.
- c). Provided further that where a woman, having been delivered of a child, dies during her delivery or during the period of six weeks immediately following the date of her delivery, leaving behind in either case the child, the employee shall be liable for the maternity benefit for the entire period of six weeks immediately following the day of her delivery but if the child also dies during the said period, then, for the days upto and including the day of the death of the child.
- d). The application for maternity leave should be supported by a medical certificate.
- e). Maternity leave may be combined with leave of any other kind sanctioned on medical ground.

17. Quarantine leave:

- a). Where in consequence of the presence of an infectious disease, referred to in sub-rule (b), in the family or household of an employee at his place of duty, residence or so adjourn, his attendance at his office is considered hazardous to the health of other employees, such employee may be granted quarantine leave.

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- b). For the purpose of sub-rule (a), cholera, smallpox, plague and cerebrospinal meningitis may be considered as infectious diseases.
- c).i). Quarantine leave may be granted on the certificate of a Medical Officer or Public Health Officer for a period not exceeding 21 days or in exceptional circumstances, 30 days.
- ii). Any leave necessary in excess of this period shall be treated as leave due and admissible and shall be debitable to the leave account of the employee.
- d). An employee on quarantine leave shall be treated as on duty.

18. Casual leave:

Casual leave may be granted upto maximum of 12 days for every calender year.

- a). In case of employee appointed during the course of a year, casual leave may be allowed in proportion to the number of days equal to the months (including part months) during the calender year during which the employee was in service.
- b). Sundays/Weekly Offs/Holidays preceeding, intervening or succeeding the casual leave shall not be counted as casual leave but normally absence from duty on account of casual leave including such Sundays/Weekly Offs/Holidays should not exceed 7 days. However, casual leave shall not be granted for a period of more than 3 days at a time.
- c). Casual leave not availed of during a calender year will lapse at the end of the year.
- d). Special casual leave may be granted on production of proper proof to an employee for a maximum period of 6 days for undergoing family planning operations.

19. Compensatory leave :-

Compensatory leave would be granted to an employee in lieu

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of official duty performed by him/her, for a full day, when asked to do so in the exigencies of works, on the weekly offs/holidays.

20. Leave to Apprentices:-

The apprentices shall be entitled to following types of leave during the period of their apprenticeship:

CATEGORY -II.

i). Casual leave.	...	07
ii). HPL.	...	20

The HPL during apprenticeship shall be granted only on medical grounds and cannot be carried over to the remaining years of his regular service.

21. Leave Salary:

- a). The casual leave is treated as duty for drawal of pay and allowances.
- b). During earned leave, commuted leave, maternity leave and quarantine leave, an employee is entitled to leave salary equal to the pay drawn immediately before proceeding on leave.
- c). During halfpay leave, an employee is entitled to leave salary equal to half of the pay drawn immediately before proceeding on leave.
- d). An employee on extraordinary leave is not entitled to any leave salary.

22. Advance of leave salary:

An employee proceeding on leave for a period not less than 30 days may be granted an advance against the leave

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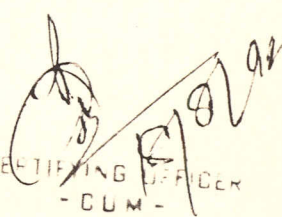
salary. The amount of advance shall be fixed in whole rupees and shall not exceed the net amount of leave salary (after usual deductions) for the first 30 days of leave.

23. Interpretation and relaxations:

Cases of doubt regarding the interpretation and applicability of these rules shall be referred to the Managing Director for orders. The Managing Director shall, in his discretion, be competent to relax the rules in particular cases where, in his opinion, the circumstances justify relaxation.

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LEAVE RULES
(NON-FACTORY WORKMEN)

1. Extent of application:-

These rules shall apply to such of those employees who are not workmen as defined under Factories Act, 1948.

2. Right to leave:-

Leave cannot be claimed as a matter of right. The employees for the purpose of leave will be categorised into the following categories.

Category -I.

The employees posted at Federation Headquarters and other units/sites declared separate offices.

Category-II.

The employees posted at Dairy L Plant, Chilling Plant, Cattle Feed Plant, Chilling centres

3. Acceptance of service or employment while on leave:-

An employee while on leave shall not take up any service or employment elsewhere, including the settling up of a private/professional practice as Accountant, Consultant or Legal or Medical practitioner etc., without obtaining the prior approval from the Managing Director.

4. Application for leave:-

- a). Normally an application for leave should be submitted in the prescribed form to the next superior authority atleast two weeks prior to the date of commencement of leave.
- b). An application for grant of leave on medical grounds should be accompanied by a medical certificate from the Medical ~~Officer of the Federation or from an Asst. Surgeon~~

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Officer of the Federation or from Medical Officer not below the rank of an Asst. Surgeon in Govt. service indicating clearly the nature and probable duration of the illness. The competent authority may, in its discretion, waive the production of a medical certificate for leave up to one week.

- c). The competent authority may request another Medical Officer to medically examine the employee and express an opinion as regards the fact of illness and the necessity for the extent of leave recommended.

5. Duration of leave:

- a). Sundays/holidays/weekly offs may be allowed to be prefixed/suffixed to leave.
- b). Subject to sub-rule (a), leave begins on the day on which the transfer of charge is effected and ends on the day preceeding that on which the charge is resumed.
- c). An employee granted leave on production of medical certificate should produce a medical certificate of fitness from the treating Medical Officer before he is allowed to re-join duty.

6. a). Absence after expiry of leave:

- a). Unless the authority competent to grant leave extends the leave an employee who remains absent after the end of leave is entitled to no leave salary for the period of such absence and the period shall be debited against his leave account as though it were half pay leave, to the extent such leave is due; the period in excess of such leave due being treated as extraordinary leave without pay and allowances.

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- b). Wilful absence from duty after the expiry of leave renders an employee liable to disciplinary action.

7. Recall to duty before expiry of leave:

- a). All orders recalling an employee to duty before the expiry of his leave shall state whether the return to duty is optional or compulsory.
- b). Where the return to duty is optional, the employee shall not be entitled to any concession.
- c). Where the return to duty is compulsory and the leave is availed by a minimum period of 7 days, the employee shall be entitled to be treated as on duty from the date on which he starts for the station to which he is ordered and to draw:
- i). Travelling allowance under the Rules of the Federation for the journey; and
- ii). Leave salary, until he joins his post, at the same rate at which he would have drawn it, but for recall to duty.

8. Combination of different kinds of leave:

Any kind of leave under these Rules, except casual leave, may be granted in combination with or in continuation of any other kind of leave.

9. Commutation of one kind of leave into another:

- a). At the request of an employee, the authority which granted him leave may commute it retrospectively into leave of a different kind which was due and admissible to him at the time the leave was granted, but the employee cannot claim such commutation as a matter of right.
- b). The commutation of one kind of leave into another shall be subject to adjustment of leave salary on the basis of leave finally granted to the employee, that is to say, any arrears due to him shall be paid.

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10. Leave address:-

An employee proceeding on leave shall intimate to the competent authority his address during leave and shall keep the said authority informed of any change in the leave address.

11. Earned Leave:-1). Entitlement of leave:-

Such of those employees who are not workmen as defined under Factories Act, 1948 will be categorised in the following categories for the purpose of leave.

Category -I.

The employees will be entitled for E.L. at the rate of one day for every eleven days spent on duty. Duty for this purpose shall mean the period spent in the service of the Federation including periods of casual leave and special casual leave but excluding other kinds of leave. The maximum period of earned leave which can be accumulated by an employee shall be 180 days. Earned leave due upto a maximum of 120 days may be granted at any one time.

Category -II.

These employees will be entitled earned leave at the rate of one day for every 20 days spent on duty.

The maximum period of earned leave that can be carried over to next year by an employee shall be 120 days unless the leave applied by him has been refused.

11). Grant of leave:

For Category -I Employees: During the first year of service, grant of earned leave will be restricted to half of the earned leave due. Exceptions may be made with the approval of the Managing Director.

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For Category -II Employees;

Every employee who has worked for a period of 240 days or more during a calendar year shall be allowed, during the subsequent calendar year leave for number of days calculated at the rate of one day for every 20 days of work performed by him during the previous calendar year.

Explanation:

1. For the purpose of this clause any days of lay off by agreement or contract, or as permissible under the Federation's Standing Orders and maternity leave to female employees not exceeding 12 weeks, shall be deemed to be days on which the employees worked for the purpose of computation of the period of 240 days or more, but shall not earn leave for these days.

2. Weekly holidays & public holidays shall not be deemed as days on which the employee has not worked.

3.A.i).

Leave admissible under this clause shall be exclusive of all holidays occurring at either end of the period of leave.

ii). An employee whose services commence otherwise than on the 1st day of January shall be entitled to leave at the rate laid down in the clause (i) if he has worked for 2/3rd of the total number of days in the remainder of the calendar year.

iii). If an employee is discharged or dismissed from the service during the course of the year, he shall be entitled to leave at the rate laid down in clause (ii) even if he has not worked for the entire period specified in clause (i) or (ii) entitling him to earn leave.

B. An employee shall not be entitled to more than three spells of earned leave during a calendar year. Exceptions may be made with the approval of the Managing Director.

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- C. (Applicable to all other employees excluding the employees posted in Factory/Chilling Centre/Cattle Feed Factory) that "once an employee declared as confirmed in any post shall continue to get the benefit of one day Earned Leave for 11 days work in case he is promoted or recruited into any higher post".

12. Compensatory allowance for leave:

- a). On termination of service, either by resignation or by retirement or otherwise but not due to dismissal or removal from services, an employee shall be paid compensatory allowance equal to leave pay and dearness allowance admissible for the entire period of earned leave due (limited to 120 days), provided that the employee has completed the service period as per the agreement executed by him. (approval of R.C.S. dtd. 17.6.85).
- b). In case of death of an employee while in service, the compensatory allowance as calculated above will be paid to the widow/husband and/or minor children of the deceased employee as may be decided by the Managing Director.

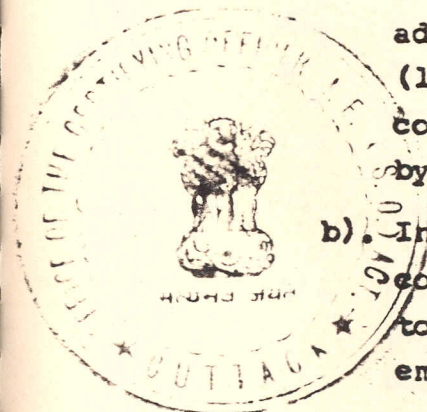
13. Half pay leave:

- a). Half pay leave shall accrue to an employee at the rate of 20 days in respect of each completed year of service and may be granted on medical certificate or for private affairs. In case an employee is on leave on the day on which he completes a year of service, he shall be entitled to half pay leave without having to return to duty.
- b). No employee shall be granted half pay leave for more than two spells during the course of a year and the half pay leave will not be granted for less than 10 days.

14. Commuted leave:

Commuted leave not exceeding half the amount of half pay leave due shall be granted only on production of medical certificate to an employee subject to the following conditions:

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- a). The authority competent to grant leave is satisfied that there is reasonable prospect of the employee returning to duty on its expiry;
- b). The total duration of earned leave and commuted leave taken in conjunction shall not exceed 240 days;
- c). When commuted leave is granted, twice the amount of such leave shall be debited against the half pay leave due;
- d). Commuted leave may be granted at the request of the employee even when earned leave is due to him;
- e). Commuted leave will not be granted for less than 5 days (equivalent of 10 days half pay leave);

f). Or commuted leave may also be granted if the Managing Director is satisfied that there is an exceptional circumstance which warrants the presence of the employee at his residence such as necessity to hospitalise or attend to ailing wife or children or parents;

g). An employee may also be permitted to avail of the half pay leave due to him at the time of retirement or termination of service.

15. Extraordinary leave:

- a). Extraordinary leave may be granted to an employee in special circumstances;
 - 1). When no other leave is admissible; and
 - ii). When other leave is admissible, but the employee applies in writing for the grant of extraordinary leave.
- b). Unless the Managing Director in view of the exceptional circumstances of the case otherwise determines, no employee shall be granted extraordinary leave on any one occasion in excess of the following limits:
 - i). three months.
 - ii). six months, where the employee has completed three continuous service on the date of expiry of leave of the kind due and admissible under these rules including three months

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extraordinary leave under clause (a) and his request for such leave is supported by a medical certificate as required by these rules;

- iii). twelve months, where the employee who has completed one year's continuous service is undergoing a treatment for cancer, or for mental illness in an institution recognised for the treatment of such disease or by a Civil Surgeon or Staff Surgeon or a specialist in such disease;
- iv). eighteen months, where the employee who has completed one year's continuous service is undergoing treatment for:
- 1). Pulmonary tuberculosis or pleurisy of tubercular origin, or tuberculosis of any other part of the body by a qualified tuberculosis specialist or a Civil Surgeon or Staff Surgeon, or
 - 2). Leprosy in a recognised leprosy institution or by a Civil Surgeon or Staff Surgeon or a specialist in leprosy hospital recognised as such by the State Administrative Medical Officer concerned; and
- v). twenty four months, where the leave is required for the purpose of prosecuting studies certified to be in the Federation's interest, provided the employee concerned has completed three years continuous service on the date of expiry of leave of the kind due and admissible under these rules, including three months extraordinary leave under clause (i).
- c). Two spells of extraordinary leave, if intervened by any other kind of leave, shall be treated as one continuous spell of extraordinary leave for the purpose of sub-rule (b).
- d). The authority competent to grant leave may commute retrospectively periods of absence without leave into extraordinary leave.

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16. Maternity Leave:-

- a). Maternity leave shall be granted to female workman who has worked not less than 160 days in the 12 months immediately preceeding the date of her expected delivery.

Maternity leave may be granted to a female employee for a maximum of 12 weeks i.e. 6 weeks upto and including the day of her delivery and 6 weeks immediately following that day:

- b). Provided that where a woman dies during this period, the maternity benefit shall be payable only for the days upto and including the day of her death.
- c). Provided further that where a woman, having been delivered of a child, dies during her delivery or during the period of six weeks immediately following the date of her delivery, leaving behind in either case the child, the employee shall be liable for the maternity benefit for the entire period of six weeks immediately following the day of her delivery but if the child also dies during the said period, then, for the days upto and including the day of the death of the child.
- d). The application for maternity leave should be supported by a medical certificate.
- e). Maternity leave may be combined with leave of any other kind sanctioned on medical ground.

17. Quarantine leave:-

- a). Where in consequence of the presence of an infectious disease referred to in sub-rule (b), in the family or house-hold of an employee at his place of duty, residence or so adjourn, his attendance at his office is considered hazardous to the health of other employees, such employee may be granted quarantine leave.

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- b). For the purpose of sub-rule (a), cholera, smallpox, plague and cerebrospinal meningitis may be considered as infectious diseases.
- c.i). Quarantine leave may be granted on the certificate of a Medical Officer or Public Health Officer for a period not exceeding 21 days or in exceptional circumstances, 30 days.
- ii). Any leave necessary in excess of this period shall be treated as leave due and admissible and shall be debitable to the leave account of the employee.
- d). An employee on quarantine leave shall be treated as on duty.

13. Casual leave:

Casual leave may be granted upto - maximum of following number of days as specified against each category:

Category -I : 12 days per year.

Category -II: 12 days per year.

- a). In case of employees appointed during the course of a year, casual leave may be allowed in proportion to the number of days equal to the months (including part months), during the calendar year during which the employee was in service.
- b). Sundays/Weekly offs/Holidays preceeding, intervening or succeeding the leave shall not be counted as casual leave but normally absence from duty on account of casual leave including such Sundays/Weekly offs/Holidays should not exceed 7 days.

c). Casual leave not availed of during a calendar year will lapse at the end of the year.

d). Special casual leave may be granted on production of proper proof to an employee for a maximum period of 6 days for undergoing family planning operation.

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19. Compensatory leave:

Compensatory leave would be granted to an employee belonging to Category -II in lieu of official duty performed by him/her, for a full day, when asked to do so in the exigencies of works, on the weekly offs/holidays.

Such compensatory leave may be granted to an employee belonging to Category -I who is in the pay scale of less than Rs.700/- to Rs.1300/-.

20. Leave to Apprentices:

The apprentices shall be entitled to following types of leave during the period of their apprenticeship:

	<u>Category -I.</u>	<u>Category -II.</u>
i). Casual leave.	12	07
ii). HPL.	20	20

iii). The HPL during apprenticeship shall be granted only on medical grounds and cannot be carried over to the remaining year of regular service.

21. Leave Salary:-

- a). The casual leave is treated as duty for drawal of pay and allowances.
- b). During earned leave, commuted leave, maternity leave and quarantine leave, an employee is entitled to leave salary equal to the pay drawn immediately before proceeding on leave.
- c). During half pay leave, an employee is entitled to leave salary equal to half of the pay drawn immediately before proceeding on leave.

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d). An employee on extraordinary leave is not entitled to any leave salary.

22. I Advance of leave salary:

An employee proceeding on leave for a period not less than 30 days may be granted an advance against the leave salary. The amount of advance shall be fixed in whole rupees and shall not exceed the net amount of leave salary (after usual deductions) for the first 30 days of leave.

23. Interpretation and relaxations:

Cases of doubt regarding the interpretation and applicability of these rules shall be referred to the Managing Director for orders. The Managing Director shall, in his discretion, be competent to relax the rules in particular cases where, in his opinion, the circumstances justify relaxation.

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